



**Bassingbourn**  
Community Primary School

## **Bassingbourn Community Primary School**

### **Charging and remissions Policy**

This policy was ratified on: 14<sup>th</sup> March 2024

Implemented on: 14<sup>th</sup> March 2024

Review date: March 2025

Signed by the Headteacher:

Signed by the Chair of Governors

## Bassingbourn Community Primary School Charging and Remissions Policy

### 1. Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been and will continue to be, dependant on financial contributions from parents. Without that financial support the school would find it impossible to maintain the equality and breadth of educational experiences provided for pupils. However, the school will look at alternative ways of funding where possible to minimise charges.

### 2. Responsibilities

The governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

### 3. What we will make a charge for:

**Day and part day Educational Visits** - For visits during school time the Headteacher will invite voluntary contributions from the parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether their parents have made a contribution.

**Residential Visits** - Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance. Support may be provided to families in receipt of the Pupil Premium or Pupil Premium+ funding.

**Instrumental Music Tuition** - The school contracts out the individual music tuitions. Individual music tuitions will charge directly to the parent. Group lessons that are part of the curriculum are paid for by the school. All peripatetic teachers will charge directly to the parent. Support may be provided to families in receipt of the Pupil Premium or Pupil Premium+ funding.

**Materials and Equipment** - Charges are rarely made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used. The school may also request a donation towards cooking ingredients during cooking lessons, however, this will not be compulsory and will not affect whether a child participates in lessons.

**Breakages and Damage** - Governors can request parents to pay for the cost of damage caused by a pupil's behaviour (e.g. Breakage of a window, damage to furniture). This also applies to lost, damaged or defaced books.

**Lettings** - The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body and can be found in our Letting's policy.

**Other Charges** - The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

**Extra-Curricular Clubs** - On occasions the school may make a charge for clubs.

**4. Calculating Charges**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual cost incurred, divided by the total number of the pupils participating. There will be no levy on those who can pay to support those who cannot.

**5. Remissions**

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made, or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at their complete discretion but subject to guidance, if any, by the governing body. This may involve the school applying for financial support for such activities from one of a number of local trusts.

The level of support is determined by the school, there is no requirement for it to be "free" except for children in care. If a child is "looked after" by the authority no charges may be raised for such an optional extra, including any resources needed for it. Any eventuality not considered by this policy, will be considered by the Headteacher and Governors. A decision will be made in line with <https://www.gov.uk/government/publications/charging-for-school-activities>.